

Budget Task Force Suggested Travel Guidelines

1. In order for your reimbursement request to be processed timely, please fill-out the reimbursement form and include receipts for all requested reimbursements.
2. If you are sharing expenses (hotel, meals, or gas) with another trusted servant, please do not divide those expenses on the reimbursement form. (For example, if two people are sharing a hotel room, please ask the hotel to split the cost and to print a receipt for each person).
3. Officers, coordinators, and past delegates attending AWSC and Area Assembly, also serving as group representatives, should charge their expenses as follows:
 - Friday meal, hotel cost, half of the Saturday meal, and half of the gas expense should be charged to the Area.
 - Half of the Saturday meal and half of the total gas expense should be charged to their group.
4. All authorized expenses for group representatives and/or district representatives will be paid by the Area if funds are unavailable through his or her district.

5. Hotel Expenses

In an attempt to be good stewards of the funds that the KY Area receives from our Al-Anon family groups, trusted servants are strongly encouraged to share a room and to reserve hotel rooms early to get the Al-Anon reduced rate. Ideally, the Area hopes to reimburse individual trusted servants for ½ of the Al-Anon room rate.

Please consider that if rooms are:

- *reserved at the discounted rate and shared, the cost is approximately \$63 per person.*
- *reserved at the discounted rate and not shared, the cost is approximately \$126 per person.*
- *not reserved at the discounted rate and not shared, the cost is approximately \$176 per person.*

Note: Room rates are subject to change.

6. Food Expenses

The suggested limit on meal reimbursements is \$15 for supper and \$15 for lunch. (These figures are based on the average amount of meal reimbursement requests at previous assemblies.)

7. Gas Expenses Reimbursement Options

Request reimbursement for total miles driven at \$.14 per mile (current reimbursement rate for charitable organizations) for trip to hotel and the return home.

-or-

Fill-up tank at home and refill tank in Elizabethtown. Submit receipt for second fill-up. The amount will be doubled for reimbursement.

-or-

Fill-up the tank at home and upon returning home, mail receipt for second fill-up to the Area Treasurer.

8. Literature Distribution Center (LDC) Representative Expenses

All travel expenses will be reimbursed by the Area for one LDC representative to attend the AWSC and the Area Assembly.

9. The cost of all travel expenses are subject to change and the amount of reimbursements can be re-evaluated as needed by the KY Area Assembly.